

**COPPUL Scholarly Communications Working Group - Minutes
Monday, January 11, 2016 at 11 AM (Central Standard Time).**

Present:

DeDe Dawson, University of Saskatchewan
Patty Gallilee, Simon Fraser University
Kathy Gaynor, Thompson Rivers University
Robyn Hall, MacEwan University
Mayu Ishida, University of Manitoba
Rob Tiessen, University of Calgary

Regrets:

Elaine Fabbro, Athabasca University

Minutes

1. Approval of Agenda
2. Approval of Minutes from December 7, 2015
3. Business Arising (action items from the last meeting)
 - a. Discussion on potential projects
 - i. SCWG's new WordPress site
 - **ACTION:** SCWG members to complete the assigned tasks by February 8
 - a. **ACTION:** DeDe to upload all 2015 minutes (with internal links removed) to the new WP site **COMPLETE**
 - b. **ACTION:** DeDe to move the meeting minutes (prior to 2014) from the previous wiki to the Google docs folder and maybe the new WP site; add 2014 minutes to WP site; and remove confidential info & internal links from all minutes posted to WP site
 - **ACTION:** Robyn to make the site live after the assigned tasks are completed and reviewed by members
 - **ACTION:** Robyn and Andrew Waller (former SCWG chair / Executive Director) to review the old SCWG wiki and decide which content to keep by Apr 11, 2016.
 - ii. Study of copyright practices in CAN IR
 - **ACTION:** Patty, Rob and Robyn to submit an ethics application for this study to REB at MacEwan **ONGOING**
 - a. A REB application at MacEwan due this Friday (Jan 15)
 - b. A REB application will be submitted at SFU and Calgary next.
 - iii. **ACTION:** Everyone to add to a list of questions/requests received from researchers re: the new Tri-Agency OA policy between August 2015 and January 2016: **ONGOING** [*internal link removed*]

- Addition to the list is due by the end of January.
 - **ACTION:** Mayu to circulate the draft list of OA questions among SCWG members before passing it to the CARL OA Working Group
- b. COPPUL SCWG sponsorship for 2015 Open Access Week
- i. **ACTION:** Mayu to clarify the responsibilities with COPPUL administration
 - Andrew Waller (Executive Director) confirmed the following division of responsibilities between the COPPUL administration and SCWG. COMPLETE
 - a. COPPUL administration:
 - i. Send a call for proposals (CFP) and announce winners through COPPUL's official channels (website, Twitter, listservs)
 - ii. Arrange sponsorship payment
 - iii. Archive event recordings at the COPPUL website, and also restore links to the previous winners' recordings. (Report any inactive links to the administration.)
 - b. COPPUL SCWG:
 - i. Review and deliberate on proposals
 - ii. May circulate a CFP and announce winners through the SCWG WordPress site and COPPUL listservs
 - iii. May link to the archived recordings at the COPPUL website from the SCWG WordPress site
 - Andrew is fine with the idea of sending a CFP in July.
 - Andrew confirmed that the sponsorship will cover expenses other than those related to web-broadcasting while the capacity to web-broadcast an OA event live is the main requirement of the sponsorship.
 - ii. **ACTION:** Mayu to update the proposal form
 - Use the new timeline:
 - a. April - Announce the new timeline
 - b. May - Send out a CFP
 - c. June 15 - Proposals due
 - i. Two weeks to review proposals
 - d. July 1 - Announce winners
 - Include instructions for the grant recipient explaining how to notify COPPUL of the location of the archived recording
 - The proposal form should be turned into a Google form/something that can be completed and submitted online.

iii. **ACTION:** Patty to follow up with SFU/UBC winner re: archiving the talk, and asking Alison to upload the link to the archived/IR version to COPPUL site **ONGOING**

- Patty's update re: SFU/UBC talk (2015-12-08): The recording is with the organizers who are waiting on a final speaker release. When that is complete, the recording will be made available on SFU/UBC institutional repositories. As it stands, there are no instructions for the grant recipient explaining how to notify COPPUL of the location of the archived recording.
- Patty to follow up with the SFU/UBC contact re: the status of the event recording

c. New SCWG members

i. SCWG has no formal selection process for a new member, and will establish one for the future. Meanwhile, SCWG considered the following factors in selection:

- Current/future provincial representation within SCWG – Will need reps from SK in 2017
- Size of a rep's institution – May need more representation of small/medium institutions
- Draft selection criteria based on the discussion
 - a. [*internal link removed*]

ii. **ACTION:** Mayu to ask the COPPUL administration who selects a new member (Board of Directors or SCWG), and whether SCWG's terms of reference (TOR) should be changed based on the selection criteria **COMPLETE**

- Andrew Waller (Executive Director) says it is the Board of Directors who selects a new member; the Board approves or rejects a candidate recommended by SCWG.
- Andrew thinks that the member selection criteria and TOR should be in agreement with each other. He also warns against including in TOR representation of institution sizes, which is an important factor to consider but may be difficult to maintain always.
- If SCWG is to update TOR, then the draft of the new TOR will be submitted to Executive Director, who will review and provide feedback. Once the new TOR is finalized, then it will be tabled and approved either 1) at a monthly Board meeting or 2) at a biannual Directors meeting.

4. New Business

a. Review the terms of reference (TOR) w.r.t. the new membership selection criteria

i. Current TOR:

<http://www.coppul.ca/sites/default/files/uploads/SCWGTToRef%20-%20Revised%20Sept%202014.pdf>

ii. DRAFT membership selection criteria: [*internal link removed*]

- iii. Updates to TOR:
 - If appropriate / possible, representation of institution sizes will be considered.
 - A member's term starts in Jan and end in Dec. A call for nominations will be sent out in Nov.
- iv. Mention in a call for nominations that geographic representation and institution size representation will be considered.
- v. **ACTION:** Mayu to draft a new TOR and member selectin criteria and circulate the documents to the group
- b. Update re: Open Library of Humanities consortium deal
 - i. OLH homepage: <https://about.openlibhums.org/>
 - ii. Supporting institutions: <https://about.openlibhums.org/libraries/supporting-institutions/>
 - University of Alberta is a supporting institution. SFU is also considering to become a supporting institution.
 - iii. Institutional banding and pricing is mentioned in pp 5-6 of the OLH pamphlet:
<https://dl.dropboxusercontent.com/u/72047078/15%2001%20OLH-LYRASIS%20Prospectus.pdf> (FTE / annual price (\$US): 10,000+ / \$1000, 5,000-9,999 / \$750, 0-4,999 / \$500)
 - iv. **ACTION:** Patty to share with SCWG the OLH pricing SFU considered
- c. Report to COPPUL Directors due on Feb 19, 2016
 - i. **ACTION:** Mayu to distribute the report's draft before the next SCWG meeting
 - Items to include in the report: current initiatives/studies, update to OA sponsorship administration/timeline

Next meeting time: February 8, 2016

Meeting ended at 11:40 AM (Central Standard Time)